

Town of Lunenburg

Finance Committee:

Mark Erickson, Chairman
Brian Laffond, Vice-Chairman
Terri Burchfield, Co-Secretary
Jason Smith, Co-Secretary
John Male
Scott Gile
Steven Raboin



Mark Erickson
7/26/12

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Lunenburg Finance Committee

Minutes

<7/12/12>

Location: Town Hall

Present: Erickson, B. Laffond, J. Male, S. Gile, J. Smith, S. Raboin, T. Burchfield

1. Meeting called to order 7:04.
2. Reorganize Finance Committee for FY2013
Mark Erickson nominated for Chairman by JM. Seconded by SG, vote to approve was unanimous.
Brian Laffond nominated for Vice-Chairman by JM. Seconded by JS, vote to approve was unanimous.
After some discussion regarding the difficulty of participating while keeping minutes, the Committee determined it would be best to have the Secretary position shared. Brian Laffond nominated Terri Burchfield as primary Secretary and Jason Smith as secondary Secretary. Seconded by JM, vote to approve was unanimous.
3. Town committee assignments determined

School Building Committee	M. Erickson
School Committee	M. Erickson
Monty Tech	M. Erickson
Capital Planning Committee	S. Raboin
DPW	S. Gile
Public Safety	J. Smith
Library	B. Laffond
Council on Aging	T. Burchfield
Sewer Commission	J. Male
Service Level Team	M. Erickson, T. Burchfield

The Committee discussed whether a liaison to the Board of Selectmen would make sense. Consensus was that no formal assignment needed to be made.

John M. reported on Sewer Commission discussions regarding whether the town is funding its share of debt service as well as operating costs.

Mark E. reported on the School Building Committee's timeline to identify the Owner Project Manager (OPM) with interviews expected in September/October. Final approval of the OPM rests with the MSBA.
4. Communications
Notice of Public Hearing on Monday July 16th by the Planning Committee regarding the solar energy facility was shared.
5. Approval of minutes
TB, JS and SR were not members at the time and did not vote.
6/14 minutes BL motioned to approve, ME seconded. Approved 2-0. (JM and SG did not attend)
6/28 minutes BL motioned to approve, ME seconded. Approved 3-0. (JM did not attend)
6. Town Manager update
Kerry was unable to attend, but notified Mark E. that she is holding a transfer for Finance Committee approval.
7. Open Discussion
Members of the Committee discussed such topics as exploring expenses which are, and are not, controllable by the town, discretionary vs. nondiscretionary expenses, and reviewing properties owned by the town.
Steve R. will visit the Planning Board to obtain an inventory of town property and vacant commercial property.
The Committee will ask Kerry to revisit her presentation on required costs, nondiscretionary to less discretionary spending, etc.

The Committee would like to benchmark Lunenburg with comparable towns.

A standing agenda item to periodically review the topics of real estate inventory, grant writing opportunities, issues of discretionary vs. non discretionary spending will be added.

8. Future items

The pension plan training will likely be a joint presentation with the Board of Selectmen.

Sewer cost reconciliation on the costs to connect town buildings and debt service.

9. Next meeting

Mark E will determine if a meeting on July 26th will be necessary to assist in closing the fiscal year. If the meeting is not necessary, the next meeting will be the 2nd Thursday in August.

The agenda will include a report by Steve R. regarding the real estate inventory.

10. SG motioned to adjourn at 9:28. JS seconded, approved 7-0.

Minutes respectfully submitted by Terri Burchfield.